



IT Business Matchmaking Event Registration

Registration Closes April 26, 2015 Space is limited so registration may close early!

- Please fill out this electronic registration form.
- Each registered attendee will have the opportunity to be included in the "Business Matchmaking" sessions. Each attendee may submit a preference of four (4) of VITA's major suppliers. We will make a best effort to book sessions based on your selection within scheduling constraints.
- Email the completed electronic form to **Tongela.Wright@sbsd.virginia.gov** to reserve your seat.
- Print out the completed "Registration Form" and mail it **with your payment check** (\$35 per person, payable to "Treasurer of Virginia") to: *Department of Small Business and Supplier Diversity
1111 E. Main Street, Suite 300, Richmond VA 23219*
- Your **registration is not finalized** until the payment is received by our agency. Registration confirmation will be emailed to you once the process is completed.
- **Cancellations/Changes and Refunds:** Fees will be refunded if cancellation is received in writing no later than **April 28, 2015**. After that date, fees are non-refundable. Refunds will be processed after the conference. *Substitutions are allowed at no charge.*
- Please contact Tongela Wright at 804-371-8215 or email to Tongela.Wright@sbsd.virginia.gov.

Company Name _____

Company Address _____

Is your firm certified as a Micro Business by the Department of Small Business and Supplier Diversity? Yes No

SWaM Certification# _____

Contact Phone# _____

Attendee Name	Attendee Email	VITA Supplier Preference (see attached grid for details)			
		1st	2nd	3rd	4th

for credit accuracy, please provide:

Check (\$35.00 per attendee) payable to: *Treasurer of Virginia.*

Check Number _____

Registration confirmation/receipt will be emailed to you.

Payer Name _____

Contact Email _____



Friday, May 1st
8:00a - 12:30p

11751 Meadowville Lane
Chester, Virginia 23836

